



Job Description  
Job Code: 585  
Range: 14

## WASTEWATER OPERATOR I

**DESCRIPTION:** This position under close general supervision of the Wastewater Superintendent, operates, monitors and maintains the wastewater treatment plant(s), collection system, effluent disposal, non-potable irrigation systems, laboratory processes and biosolids handling facility to ensure compliance with state and federal regulatory agencies; and performs related duties as assigned.

**CLASSIFICATION:** This is a non-exempt, full-time, classified position with full benefits.

**ESSENTIAL FUNCTIONS:** Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by incumbents of this classification.

### TASKS:

- Responsible for operation and maintenance of the equipment at the treatment facility, lift stations, collections system, effluent disposal system and biosolids handling facility.
- Will collect and perform laboratory analysis on water/wastewater compliance and process control samples required for regulatory permit reporting.
- Enters data/records for permit reporting and compliance, according to regulatory requirements
- Monitor, evaluate and adjust plant equipment and instrumentation.
- Develops and/ or obtains training on proper plant operations, safety, laboratory procedures.
- Participate in collections system maintenance, repairs and installation.
- Perform collection system field marking of buried utilities (bluestake)

### KNOWLEDGE, SKILLS, AND ABILITIES:

- Comprehension of the principles, practices, procedures, and techniques used in the operation of a wastewater treatment plant, collection system and lift stations as well as effluent disposal system and biosolids handling facility.
- Ability to interpret and apply City policies and safety regulations.
- Comprehension of laboratory procedures relating to process control and compliance testing requirements
- Knowledge of basic maintenance and repair of wastewater equipment.
- Skill in reading and comprehending process and equipment manuals, general blueprints, electrical and mechanical diagrams.
- General skill in operating computer systems, SCADA systems, word processing, graphic and spreadsheet computer programs and operate software packages.
- Ability to discriminate between normal and abnormal operating conditions and take proper corrective actions.
- Skill in establishing and maintaining effective working relationships with subordinates, other employees and deal tactfully with the general public.

## **Wastewater Operator I – (Continued)**

- Ability to communicate observations verbally and in writing.

**PHYSICAL REQUIREMENTS:** While performing the duties of this job, the employee is regularly required to stand; walk, sit; use hands to reach, grasp and feel; stoop; kneel; bend; climb. The employee must regularly lift and or move up to 25 pounds and occasionally lift and or move up to 50 pounds. Work is performed in all weather conditions.

### **MINIMUM REQUIREMENTS:**

Must possess a valid Arizona Driver's License by hire date. Shall have a High school diploma or equivalent and one (1) year wastewater treatment plant operations experience. Must possess a Grade I Wastewater Treatment Plant Operator Certificate from Arizona Department of Environmental Quality (ADEQ) by hire or promotion. May be required to have a Commercial Driver's License (CDL) class B or higher, or be able to obtain one within 6 months of hire date.

**SPECIAL REQUIREMENTS:** May be required to work overtime, holidays and weekends and be on-call 24 hours per day, per the departmental on-call policy. Candidate must be able to respond to call out within twenty (20) minutes. Candidate is required to complete physical examination to insure ability to perform work requirements.